
My office is here to serve you. In order to successfully represent your interests before the many agencies that make up the federal government, I encourage you to be prepared with the necessary information to help us resolve your issue.

Here are some tips for communicating with my office to ensure that your request is handled appropriately and receives the attention it deserves.

Successfully resolving your issue depends on three important steps. The following is a quick overview of each of these steps, with links for more information:

Knowing Who to Ask - Under our representative system of government, it is always most effective to work with the elected officials that represent you.

[This section](#)

explains why it is important to contact your specific representative and why my office focuses specifically the needs of the residents of the 11th Congressional District of Illinois.

Knowing What to Ask - [This section](#) explains why it is important to ask for something specific and how to find out more about legislative initiatives in the U.S. Congress.

Knowing How to Ask - [This section](#) includes tips and techniques for ensuring that your message is heard.

Who to Ask

Your communications are best directed to the member of Congress who represents where you live or where your business is located. I represent the 11th Congressional District of Illinois. My attention is focused on addressing the needs of individuals who live or own a business within that area. If you would like to search for your representative, please visit [here](#) and enter your zip code.

What to Ask

I am best able to respond to specific requests, such as requests to be a cosponsor of a specific piece of legislation or to vote in favor or against a particular piece of legislation. Of course, I always appreciate updates and general information on issues you care about. To find out what bills have been introduced on any topic, try a keyword search on the Library of Congress website at www.thomas.gov.

When making a request, consider whether the request concerns a local, state, or federal issue. As a federal representative, I am able to assist you with federal issues such as contacting a federal agency, complying with a federal law, or supporting federal legislation. However, local and state officials are best able to assist you with all local and state issues. If you are unsure about whether your request concerns a federal issue, you may call my Washington DC office at 202-225-3635 or my Joliet office at 815-726-4998.

Common Requests

Several common requests that my office receives include:

- Requests to sponsor, cosponsor, or vote for or against federal legislation: On a daily basis, I make important decisions on national policy issues, and I appreciate hearing from you on these issues.

- Invitations for me or my staff to attend an event or visit your facility: Although I am in Washington DC when Congress is in session, I return to the District every weekend and enjoy visiting with constituents. In order to invite me to attend an event or visit your facility, please [click here](#).

- Requests for letters of support: If your organization submits a grant application to a federal agency, please contact my office and request a letter of support. Congressional offices often receive these types of requests and I am happy to support organizations in the District looking to secure federal resources for the District. If you are interested in additional information about available grants and loans from the federal government, please visit my grants page by [clicking here](#).

- Requests for research and reference information: My office has access to a wide-range of research materials from the Library of Congress Congressional Research Service (CRS), which you can ask for by topic. Contact my office for such requests.

- **Requests for tours: My office offers tours of the U.S. Capitol. My office can also provide tickets for tours of the White House and other federal buildings. Please keep in mind that due to demand several months notice may be necessary to request a tour of the White House. To request a tour [click here](#).**

- **Correspondence or Casework Requests:** If you would like to contact me about a legislative or casework issue, please [e-mail me](#) ; or call my Washington DC office at (202) 225-3635 or my Joliet office at 815-726-4998. You may also mail me a letter by addressing it to:

**Rep. Debbie Halvorson
1541 Longworth HOB
Washington, DC 20515**

How to Ask

I receive thousands of requests each week from you, my constituents. In order to deliver your message so that I may respond to you in the best way possible, be sure to follow these tips:

- **Method of Communication** - The method of communication you chose should depend on the type of message. A simple request to vote for a particular bill can easily be relayed over the phone, while a more complicated message may be better put in writing. Also, please understand that Congressional mail goes through a security screening process, and can take several weeks to reach my office.

- **Always Identify Yourself** - Because my job is to represent those who live in the 11th Congressional District, I need to know who is trying to communicate with me. Unidentified correspondence will generally be discarded.

- **Always Tell the Truth** - In order to address your concern or issue, I need you to convey relevant, truthful information so I may best serve you.

- **Effective Letters and Phone Calls** - A personal, thoughtful approach to your communication will help me understand your position. The most compelling and effective letters and phone calls combine a thoughtful approach to policy issues with a careful explanation of why it is important to you and the community.

- **Reaching the Right Person** - Correspondence requesting a meeting or site visit should be sent to my scheduler by [clicking here](#) . Educational and informational correspondence about your work or a particular project may be sent to my Joliet office, located at:

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